

Executive Registry

WASHINGTON

August 8, 1978

DD/A Registry

78-0006/10

MEMORANDUM FOR

ALL CABINET MEMBERS

DD/A Registry

File Travel - 4

DA QA/QC:
01/08/01. SY

The President would like Cabinet Members
to be mindful of the enclosed instructions.

Zbigniew Brzezinski

Zbigniew Brzezinski

Attachments

THE WHITE HOUSE

WASHINGTON

Approved For Release 2001/03/04 : CIA-RDP81-00142R000700110001-5

November 3, 1977

MEMORANDUM FOR CABINET MEMBERS, WHITE HOUSE ASSISTANTS
AND SPECIAL ASSISTANTS

All foreign policy statements destined for public consumption should be cleared with the NSC prior to delivery or release. The NSC should coordinate with the Secretary of State such clearance procedures.

Jimmy Carter

00360

Approved For Release 2001/03/04 : CIA-RDP81-00142R000700110001-5

December 27, 1977

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

Travel abroad by senior officials of the Federal Government is an important part of the Administration's conduct of foreign policy. To insure that such travel is planned and timed in the best interests of our overall foreign policy, I have asked the Department of State to establish a set of procedures for coordinating travel plans by senior Administration officials (to include Assistant Secretary level and above or the equivalent). When you or senior members of your Department or Agency are contemplating a trip abroad, you should notify the Executive Secretariat of the Department of State at least 10 working days before your trip. Before confirming your travel plans with foreign government representatives, you should tell the Executive Secretariat about the purpose of your trip and the expected date of departure. The Department of State will review the travel plans and, if necessary, will suggest modifications. The Department will keep the Assistant to the President for National Security Affairs informed of travel plans and will consult with the National Security Council in making these decisions. After the trip is cleared, the Department of State will be happy to provide briefings or other sorts of help you may desire.


If you hear no reply from the National Security Council or State Department, or if there are unwarranted delays in their response, you should go ahead with your plans.

Instructions for reporting foreign travel will be provided separately by the Department of State.




00440

STATINTL

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1			8/10	[Signature]	
2					
3	Mr. Blake		11 AUG 1976	[Signature]	
4	SSA/DDA		11 Aug	[Signature]	
5	Mr. Malanick		14 AUG 1978	[Signature]	
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	

STATINTL

Remarks:

 says no action is necessary. Standing instructions cover these points.

[Signature]

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
Acting Executive Officer/DDA	

UNCLASSIFIED	CONFIDENTIAL	SECRET
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Approved For Release 2001/03/04 : CIA-RDP81-00142R000700110001-5

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/DCI/IC				
4	DDS&T				
5	DDI				
6	DDA				
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/Pers				
14	D/S				
15	DTR				
16	A/DCI/PA				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20					
21					
22					
SUSPENSE		Date			

Remarks:

This is a reissuance of earlier instructions all of which are being complied with.

STATINTL

Executive Secretary

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